

SA-E

June 29, 2004

TO: Distribution

FROM: AA/Director

Subject: 2004 Spaceport Super Safety and Health Day (SSS&HD) Team Awards

As part of the SSS&HD activities, I would like to recognize Safety and Health Teams for their safety or health related achievements over the past year. The criterion for SSS&HD Safety and Health Awards is significant achievements in Safety or Health related activities during the period of August 2003 through July 2004. The following is the SSS&HD Team Safety and Health Award criteria:

1. Shall be a Group / Board / Team / Committee that has existed for at least six (6) months and be multi-organizational (Contract, Customer, other Contract(s), etc.)
2. Shall have a charter or other formal documentation identifying the purpose, scope and specific duties.
3. Must meet regularly and provide minutes of the meeting.
4. Must have a developed agenda and future agenda.
5. Must identify significant center-wide accomplishments (improvement of safety/health culture).
6. Provide Metrics or other Assessment Data displaying trends and improvements.
7. Have a method for tracking Actions thru closure.

Please nominate Safety or Health Teams who are deserving of this prestigious award by having the Team Chairperson submit a strong justification and documentation (Charter, agenda, minutes, accomplishments, and metrics or data assessment) to SA-E/Phillip Swihart, NLT August 9, 2004.

Recipients of this award will receive the SSS&HD Lapel Pin and Certificates which will be presented to the awardees at the SSS&HD Awards Ceremony on October 26, 2004. The members of the SSS&HD Awards Committee will receive and assure the nomination packages are complete. The Center Director's Staff will determine the final recipient selections.

Please direct questions concerning the 2004 SSS&HD Team Awards to Phillip Swihart at 867-6961.

James Kennedy

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